

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby given to the public that the following meetings will be held

THE WEEK OF DECEMBER 14-18, 2009.

MONDAY, DECEMBER 14, 2009

- | | | |
|-------------|---------------------------------------|---|
| * 9:45 a.m. | Transportation Coordinating Committee | Metro Transportation Center
901 University Avenue |
| * 4:30 p.m. | Neville Public Museum Governing Board | 3 rd Floor Board Room
Neville Public Museum |

TUESDAY, DECEMBER 15, 2009

- | | | |
|-------------|--|--|
| * 4:00 p.m. | Children with Disabilities Education Board | Syble Hopp School
755 Scheuring Rd—DePere |
|-------------|--|--|

WEDNESDAY, DECEMBER 16, 2009

- | | | |
|-------------|------------------------------------|---|
| * 1:30 p.m. | Emergency Medical Services Council | Ashwaubenon Board Room
2155 Holmgren Way |
| * 5:30 p.m. | Special Executive Committee | Room 210—City Hall
100 N. Jefferson Street |
| * 6:00 p.m. | Human Services Committee | Room 207—City Hall
100 N. Jefferson Street |
| * 7:00 p.m. | Board of Supervisors | Legislative Room 203
100 N. Jefferson Street |

THURSDAY, DECEMBER 17, 2009

- | | | |
|-------------|---------------------------|---|
| *10:30 a.m. | Special Housing Authority | Room 604—City Hall
100 N. Jefferson Street |
| * 6:00 p.m. | Library Board | Central Library Board Room
515 Pine Street |

FRIDAY, DECEMBER 18, 2009

(No Meetings)

***Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, December 14, 2009

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
9:45 a.m.

ROLL CALL

Sunny Archambault	_____	Nick Mahlik	_____
Betty Bennett	_____	Byia Martin	_____
Linda Blohowiak	_____	Barbara Natelle	_____
Diana Brown	_____	Sandy Popp	_____
Brandon Cooper	_____	Cole Runge	_____
Chris Culotta	_____	Jayne Sellen	_____
Pat Finder-Stone	_____	Julie Tetzlaff	_____
Chris Hasselbacher	_____	Mary Van Acker	_____
Kathy Hillary	_____	Tina Whetung	_____
Kathy Johnson	_____	Vacant – BC Board	_____

ORDER OF BUSINESS

1. Approval of the September 14, 2009, Transportation Coordinating Committee meeting minutes.
2. Discussion and action on the Brown County Aging and Disability Resource Center's application for 2010 Wisconsin Specialized Transportation Assistance Program (section 85.21) funds.
3. Request for a letter from the Transportation Coordinating Committee supporting the Lakeland Chapter of the American Red Cross' FY2011 & FY2012 Section 5310 projects.
4. Discussion of the status of a Regional Transit Authority (RTA).
5. Other matters.
6. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 BY 4:30 P.M. ON FRIDAY, DECEMBER 11 SO THAT ARRANGEMENTS CAN BE MADE.



Neville
Public
Museum

Of Brown County

NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

Monday, December 14, 2009

4:30 p.m.

Neville Public Museum
Third Floor Board Room

-
- I. Call meeting to order
 - II. Approve/modify agenda
 - III. Approve/modify minutes from October 26, 2009 meeting
 - IV. Director's report
 - V. Such other matters as are authorized by law
 - VI. Adjournment

Kevin Kuehn, Chair

Next Meeting

To be determined
4:30 p.m.

Please contact Jill at 448-7841 if you cannot attend this meeting—thank you!

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD
Tuesday, December 15, 2009 - 4:00PM
Syble Hopp School**

- 1. Call to Order - 4:00 p.m. - J Van Sistine**
- 2. Action Item: Approval of November 17, 2009 Board Minutes**
- 3. Correspondence**
- 4. Action Item: Approval of Agenda**
- 5. Action Item: Donations**
- 6. Action Item: Financial Report**
- 7. Action Item: Administrators Report**
- 8. Action Item: Payment of Bills**
- 9. Action Item: Parent Organization**
- 10. Executive Session: The Board will move to executive session as allowed by Wisconsin stats 19.85 (1)(c)(e) to discuss personnel and negotiation.**
- 11. Action Item: Staff Request**
- 12. Action Item: Adjournment**

"Any person wishing to attend who, because of disability requires special accommodation should; contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, December 14, 2009 so arrangements can be made."

EMERGENCY MEDICAL SERVICES COUNCIL

Chair, Cmdr. Kris Ver Vaeren

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that a regular meeting of the Emergency Medical Services Council

Wednesday, December 16, 2009, 1:30 pm

**** Please Note Meeting Location ****

**Village of Ashwaubenon, Board Room
2155 Holmgren Way**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of October 21, 2009.
4. Standardized Patient Worksheet Update.
5. Approval/Disapproval NWTC EMT Basic Curricula.
6. Approval/Disapproval NWTC EMT Paramedic Curricula.
7. Medical Director's Report.
8. Training and Standards Work Group.
9. Statewide Committees and Task Force – Reports.
10. Other Business.
11. Public Comment and Such Other Matters as Authorized by Law.
12. Next Meeting – February 17, 2009 1:30pm
13. Adjourn

Chair, Cmdr Kris Ver Vaeren

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E-mail BrownCountyCountyBoard@co.brown.wi.us.

EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima, Vice Chair

Bernie Erickson, Tom Lund, Andy Nicholson

Patrick Evans, John Vander Leest

SPECIAL
EXECUTIVE COMMITTEE
Wednesday, December 16, 2009
5:30 p.m.
Room 210, City Hall
100 North Jefferson Street

- I. Call meeting to order.
- II. Approve/modify agenda.
1. **Closed Session:** A closed session pursuant to sec. 19.85(1)(b), Wis. Stats., considering dismissal, demotion, licensing or discipline of any public employee. The affected employee has the right to demand that the evidentiary hearing be held in open session.
2. Such other matters as authorized by law.

Mary Scray, Chair

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HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Steve Fewell, Vice Chair
Julie Knier, Patrick Moynihan Jr., Pat La Violette
Tom Lund, Jesse Brunette

HUMAN SERVICES COMMITTEE

Wednesday, December 16, 2009

6:00 p.m.

**Room 207, City Hall
100 N. Jefferson Street, Green Bay**

*******PLEASE NOTE DATE AND LOCATION*******

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of November 24, 2009.

Comments from Public

Report from Human Services Chair, Patrick Evans

1. Review Minutes of:
 - a. Aging & Disability Resource Center Personnel Committee (December 4, 2009).
 - b. Children with Disabilities Education Board (November 17, 2009).

Communications

2. Communication from Supervisor Scray re: Review Brown County requirements of ID when applying for any Social Services from the County. Discuss the possibility of making Brown County requirements of ID stricter to prevent fraud. (Held from November Meeting.)

Aging & Disability Resource Center

3. Computer Courses at Aging Resource Center
4. Review and Approve Specialized Transportation Grant S.85.21
5. Financial Report of October 31, 2009.

Human Services Dept.

6. Budget Adjustment Request (#09-123): Increase in expenses with offsetting increase in revenue (see attachment for details).
7. Director's Report.
8. Family Care Update.
9. Community Treatment Center Update.
10. Community Treatment Center Statistics.
11. Bellin Psychiatric Monthly Report.
12. Approval of 2010 Non-Continuous Vendors.
13. Approval of Projected 2010 Contracts .
14. Monthly Contract Update.
15. Financial Report for Community Programs.
16. Financial Report for Community Treatment Center.

Health Dept. – No Agenda Items.

Syble Hopp School – No Agenda Items.

Veterans Dept. – No Agenda Items.

Other

17. Audit of Bills.
18. Such other Matters as Authorized by Law.

Patrick Evans, Chair

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E-mail bc_county_board@co.brown.wi.us

GUY ZIMA, CHAIR

MARY SCRAY, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats, notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, December 16, 2009 @ 7:00 p.m.**, in Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public regarding agenda items only.**
3. **Approval of minutes of November 9, 2009.**
4. **Announcements of Supervisors.**
5. **Communications: (None)**
 - a) **Late Communications:**
6. **Appointments by County Executive:**
 - a) Reappointment of Audrey Murphy and Harold Pfotenhauer and appointment of Patricia Bacelis-Leon to the Board of Health.
 - b) Reappointment of John Hickey, Kathy Pletcher and Carla Buboltz and the appointment of Monica Golomski to the Library Board.
7. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.
8. **Other Reports: (None).**
9. **Veto Session:**
 - a) County Executive Partial Veto of Executive Committee Report of November 4, 2009: Regarding Legislative Assistant Reclassification to Grade 22, Step 2.
10. **Standing Committee Reports:**
 - a) Report of Administration Committee of November 18, 2009.
 - b) Report of Education & Recreation Committee of December 3, 2009.
 - c) Report of Executive Committee of December 7, 2009.

- d) Report (draft) of Special Executive Committee of December 16, 2009.
- e) Report of Human Services Committee of November 24, 2009.
- f) Report of Planning, Development & Transportation Cmte of November 23, 2009.
- i) Report of Land Conservation Sub Committee. **No meeting/No report.**
- g) Report of Public Safety Committee of December 3, 2009.

11. **Resolutions, Ordinances:**

Executive Committee

- j) Resolution re: To Support Brown County Voluntary Unpaid Leave Program for 2010.
- k) Resolution re: In Support of Federal Funding for Welfare Fraud Investigation.
- l) Resolution re: To Improve Record Keeping and Corporation Counsel Approval of Resolutions and Ordinances.

Executive and Public Safety Committee

- m) Ordinance re: To Create Sec. 30.09 of the Brown County Code Entitled "Purchase and Sale of Scrap Metal." ***Motion at Public Safety and Executive Committee: To hold for one month.*
- n) Ordinance re: To Create Sec. 30.08 of the Brown County Code Entitled "Pawn Brokers and Secondhand Article and Jewelry Dealers." ***Motion at Public Safety and Executive Committee: To hold for one month.*

Human Services Committee

- o) Resolution re: To Terminate the Community Treatment Center's Tax Exempt Organization Status.

12. **Such other matters as authorized by law.**

13. **Bills over \$5,000 for period ending December 31, 2009.**

14. **Closing Roll Call.**

15. **Adjournment to Wednesday, January 20, 2009 at 7:00 p.m., Legislative Room #203, City Hall, 100 North Jefferson Street, Green Bay, Wisconsin.**

Submitted by:

Guy Zima

Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda.

**SPECIAL MEETING
AGENDA
BROWN COUNTY HOUSING AUTHORITY
Thursday, December 17, 2009
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
10:30 a.m.**

MEMBERS: Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick, Paul Kendle Rich Aicher

OLD BUSINESS:

1. Discussion and possible action on Freedom House's request for financial assistance.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting, so that arrangements can be made.

LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400 Ext. 351
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

BROWN COUNTY LIBRARY BOARD

Central Library Board Room

515 Pine Street, Green Bay

Thursday, December 17, 2009

6:00 p.m.

AGENDA

1. Approve/modify agenda
2. Minutes, bills and communications
3. Open forum for the public
4. Closed session pursuant to Section 19.85 (1) (c) WI Statutes, for the purpose of consideration of employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility -- supervisors unit clarification settlement. --Fred Mohr, County Board attorney
5. Facilities Report
 - a. Solar Energy Project at Kress Family Library
 - b. Energy Conservation Methods Update
 - c. Appoint East Branch Lease Review Committee
6. Approve New Integrated Library System Contract
7. Approve Change in Table of Organization
8. Appropriate use of Library Computers discussion
 - a. Review and modify Internet and Public Computer Acceptable Use Policy
9. Accountant's report
 - a. Financial report
 - b. Acceptance of gifts, grants and donations
10. Budget
11. Wrightstown Fundraiser
12. Nicolet Federated Library System
 - a. Monthly update
 - b. Resource Library Agreement
13. Information Services report on services received
14. President's report
15. Director's report
16. Such other matters as are authorized by law
17. Adjournment

Terry J. Watermolen

**Terry Watermolen
President**



Notice is hereby given that action by the committee may be taken on any of the items which are described or listed on this agenda.



DECEMBER 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Public Safety 5 pm Ed & Rec 5:30pm		
		1	2	3	4	5
	Executive Cmte 6pm	Vets- Recognition- 5:15pm				
6	7	8	9	10	11	12
			EMS 1:30pm / Special Exec Cmte 5:30 pm / Human Svcs Cmte 6 pm / Board of Supervisors 7pm	Facility Master- Plan SubCmte- 5:15pm		
13	14	15	16	17	18	19
		Administration Cmte 5:30pm		Christmas Eve	MERRY CHRISTMAS	
20	21	22	23	24	25	26
	Land Con 6pm Plan Develop & Trans 6:30pm			New Year's Eve		
27	28	29	30	31		



January 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					Happy New Year!	2
					1	
			Public Safety 5pm	Ed & Rec 5:30pm		
3	4	5	6	7	8	9
	Executive Cmte 6:00 pm	Vets' Recognition 5:15pm				
10	11	12	13	14	15	16
			Board of Supervisors 7:00 p.m.	Facility Master Plan 5:15 pm.		
17	18	19	20	21	22	23
	Land Con 6pm Plan Dev & Trans 6:30 pm	Criminal Justice Coord Bd 3:30pm	Human Svc Cmte 6pm	Admin 5:30 pm		
24	25	26	27	28	29	30
31						

BROWN COUNTY COMMITTEE MINUTES

- **ADRC Personnel Committee (December 4, 2009)**
- **Children with Disabilities Education Board (November 17, 2009)**
- **Planning Commission Board of Directors (October 7, 2009)**
- **Planning Commission Board of Directors (November 4, 2009)**

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY PERSONNEL COMMITTEE
December 4, 2009

PRESENT: Tom Diedrick, Libbie Miller, Keith Pamperin
ALSO PRESENT: Sunny Archambault

The meeting was called to order by Mr. Diedrick at 1:10 p.m. on Friday, December 4, 2009.

ADOPTION OF AGENDA: Ms. Miller moved to adopt the agenda. Mr. Pamperin seconded.
Motion Carried.

DISCUSSION AND RECOMMENDATION OF PANDEMIC FLU POLICY: A draft policy based on one adopted by Portage County was reviewed. The policy would **only** go into effect if the County Executive proclaims a H1N1 emergency exists. The policy allows the director to ask an employee to leave work if the employee exhibits H1N1 symptoms. It also allows the director and/or board chairperson to waive the requirement that an employee needs a physician's signature before returning to work. In addition, an employee may borrow up to 40 hours of casual leave during this time. This leave would be deducted from the next year's benefit or would be required to be paid back if the employee left before accruing this benefit. Mr. Pamperin moved to support this recommendation and to forward the policy to the board for its consideration. Ms. Miller seconded. **Motion Carried.**

The committee also reviewed the Continuity of Operations Plan which is required in the policy. Ms. Archambault stated that staff had received training in this area at its November all staff meeting.

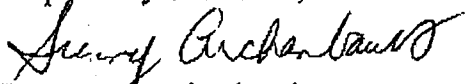
DISCUSSION AND RECOMMENDATION RE: USE OF CASUAL DAY BENEFIT:
Ms. Archambault stated that the current policy requires that casual leave must be used first if an employee is ill. She is requesting that if furlough days remain in the budget for next year, that for 2010 or ly, employees have the option of using their vacation or personal days in place of the casual day. Mr. Pamperin moved to support this recommendation and to forward it to the board for its consideration. Ms. Miller seconded. **Motion Carried.**

CLOSED SESSION: Ms. Miller moved and Mr. Pamperin seconded to go into closed session pursuant to 19.85 (1) of Wisconsin Statutes: Considering employment, promotion, compensation or performance evaluation data of public employee over which the governmental body has jurisdiction or exercises responsibility – Evaluation of Aging & Disability Resource Center of Brown County Director. **Motion Carried.**

RETURN TO OPEN SESSION: Ms. Miller moved to return to open session. Mr. Pamperin seconded. **Motion Carried.** Mr. Diedrick noted that the committee had reviewed the director's self-evaluation and that they would be adding their comments to the assessment.

ADJOURNMENT: Mr. Pamperin moved to adjourn. Ms. Miller seconded. Meeting adjourned at 2:10.

Respectfully Submitted,


Sunny Archambault, Director

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on Tuesday, November 17, 2009

Board Members Present: J. Van Sistine, K Prast, B. Clancy, M. Greenlaw, S King

Board Members Excused:

Others: B. Natelle, M. Hillert, M. Konecny, J. Driessen, M. Brick, J. Skenadore, S. Keckhaver

1. Call to order 4:00 p.m. – J. Van Sistine.
2. Action Item: Approval of October 27, 2009 Board Minutes: B. Clancy moved to approve the minutes of the October 27, 2009 Board meeting. S. King seconded the motion. Motion carried.
3. Correspondence: None.
4. Action Item: Approval of Agenda: S. King moved to approve the agenda. B. Clancy seconded the motion. Motion carried.
5. Action Item: Donations: Georgia-Pacific donated 58 cases of various paper towel and tissue products.

Amy Dahlin donated 11 pieces of Chicago Cutlery plus a cutlery block to the Hopp kitchen.

Pat Landwehr donated 2 tickets to the Northeast Green Bay Lions Club Magic Show.

Walmart, DePere location, donated 51 books of The Very Hungry Caterpillar for Hopp students.

Diane Fite donated many hand knitted mittens for the students.

Susan Cott donated \$25 in memory of Kitty Oliver.

Green Bay Community Service Club donated \$200 for Hopp needs.

Mrs. Amy Vaness donated \$330 in memory of her husband Gerald.

Darlene Gauger donated \$25 in memory of Gerald Vaness.

Jean Doell donated \$20 in memory of Richard Wojtesky.

Shawn Toltzman donated \$750 in honor of Jason K, a Hopp student. One-half of the donation has been directed to Jeannine Dempsey's classroom and one-half is to be used for students.

The Bemis Company Foundation matched/doubled the donation from Shawn Toltzman for a total of \$1,500 and has been designated as Mr. Toltzman donation has.

Hank & Pat Mencheski donated \$500 to be used toward the student holiday bags and the pool.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING NOVEMBER 17, 2009:

VFW Winekie Post #9677 donated \$50 for Hopp needs.

An anonymous donation of \$100 was received for Hopp needs.

Mr. & Mrs. Jack Easterly, Jr. donated \$50 in memory of Edward Langer.

Kohl's Department Store, Kohl's Cares for Kids, donated \$500 toward Rob Morris classroom.

The Brett Favre Fourward Foundation donated \$20,000 toward the Pool Fund.

M. Greenlaw moved to accept these generous donations. K. Prast seconded the motion. Motion carried.

6. Action Item: Financial Report: S. King moved to accept and place on file the financial report ending October 31, 2009. K. Prast seconded the motion. Motion carried.

B. Natelle reported the County Board approved the 2009-10 CDEB levy at its budget meeting.

M. Konecny presented the 2008-09 audit report to the Board. Mr. Konecny explained the new component of the audit that was required by the Department of Public Instruction. S. King moved to approve the audit report. B. Clancy seconded the motion. Motion carried.

7. Action Item: Administrators Report:

- a. B. Natelle reported the Hopp children will be singing holiday carols and decorating trees at the De Pere City Hall and the Northern Building during the week of December 3rd. These have become annual events with children making new ornaments for the trees each year.
- b. M. Brick updated the Board on our student transportation. Currently Lamers runs 11 routes in the AM and PM. Three routes are not covered with bus aides, 1 of those routes does have a camera on the bus. A notice has been in the school newsletter looking for substitute bus aides and an ad has been placed in the Denmark Newspaper for a bus aide for the Denmark bus route.
- c. J. Skenadore gave an update regarding the pool and the Virginia Graham-Baker Act. Splash Custom Pools and Spas quoted \$2,765 to make the required repairs to be in compliance with the Act. It would cost an additional \$1,300 to have a diver to complete the work with water in the pool. J. Skenadore contacted the City of DePere regarding the cost of draining the pool and the city quoted approximately \$314 to refill the pool with 44,000 gallons of water. There would be an additional cost of chemicals once the pool was refilled. The Board agreed that we should drain the pool in the summer of 2010 and have Splash Custom Pools make the required repairs totaling \$2,765 at that time.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING NOVEMBER 17, 2009:

- K. Prast moved to approve the Administrator's report. M. Greenlaw seconded the motion. Motion carried.
8. Parent Organization: J. Driessen, Parent Organization President, was introduced to the Board. John spoke to the Board about the craft show that was held at Hopp on November 14th where it was reported that there was a higher profit with more people coming through the door for the event. 650 cases of mixed nuts were delivered to the school. The money raised through this nut sale is designated for Special Olympics, Camp and community based education. There are currently 150 cases of nuts left to sell.
 9. Action Item: Payment of Bills: K. Prast moved to pay the bills totaling \$93,075.02 General Fund and \$1,742.46 Pool Fund for the month ending October 31, 2009. B. Clancy seconded the motion. Motion carried.
 10. Reading of Technology Policy 5.01a and 5.01b: The Technology plan was presented to the Board without changes. B. Clancy moved to approve the Technology plan as presented. M. Greenlaw seconded the motion. Motion carried.
 11. Executive Session: The Board will move to Executive Session as allowed by WI. Stats 19.85 (1)(c)(e) to discuss personnel and negotiations. S. King moved to enter Executive Session as allowed by WI. Stats 19.85 (1)(c)(e) to discuss personnel and negotiations. B. Clancy seconded the motion. Motion carried.
 12. Action Item: Staff request: K. Prast moved to approve the staff requests. M. Greenlaw seconded the motion. Motion carried.
 13. Action Item: Adjournment: K. Prast moved to adjourn the meeting at 4:50 p.m. B. Clancy seconded the motion. Motion carried.

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, October 7, 2009
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	X	John Klasen	X
James Botz	X	Pat Kolarik	Exc
Keith Chambers	X	Andy Lundt	Abs
William Clancy	Abs	Patrick Moynihan, Jr.	X
Norbert Dantine, Jr.	X	Ken Pabich	Exc
Ron DeGrand	X	Mike Soletski	X
Bernie Erickson	X	Alan Swatloski	Abs
Mike Fleck	X	Mark Tumpach	Exc
Steve Grenier	X	Jerry Vandersteen	X
Mark Handeland	X	Tim VandeWettering	X
Phil Hilgenberg	X	Dave Wiese *	X
Dotty Juengst	X	Vacant (Scott & Bellevue)	

* Burt McIntyre as alternate for Dave Wiese

OTHERS PRESENT: Chuck Lamine, Jon Motquin, Aaron Schuette, Lori Williams, Elaine Willman, Dennis Reim, Rob Ernest, Matt Heyroth, and Dave Kaster.

The meeting was called to order by N. Dantine at 6:30 p.m.

1. Approval of the minutes of the September 2, 2009, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by K. Chambers, seconded by J. Vandersteen, to approve the minutes as presented. Motion carried unanimously.

2. Discussion and action regarding the preliminary plat of Cobblestone at Centennial Centre, a Planned Unit Development under Section 21.70 of the Brown County Subdivision Ordinance, located in the Village of Hobart – Centennial Centre, LLC, owner.

J. Motquin distributed a copy of the plat as it was inadvertently not included in their packets. He stated this plat is a planned unit development because of the decreased lot frontages on 39 of the 84 lots. The decreased lot frontages were done in order to increase density in this development. The Cobblestone at Centennial Centre plat is Lot 10 of the first plat in the Centennial Centre at Hobart development.

C. Lamine clarified that this is a state plat and not a county plat as written in a portion of the staff report. He stated tonight's action is required due to the reduced lot widths, which staff is comfortable with. BCPC staff does have some concerns with the connectivity of the subdivision but these concerns are areas that by court ruling, are a local (village) issue, and therefore, the county has no authority over. BCPC staff did meet with the village to express their concerns regarding connectivity and the village indicated they were satisfied with the subdivision as submitted.

M. Soletski stated he would like to hear any comments from Hobart.

A motion was made by P. Moynihan, seconded by B. Erickson, to suspend the rules to allow interested parties to speak. Motion carried unanimously.

Elaine Willman, Village of Hobart Director of Community Development, said that the Centennial Centre area is 3 percent of Hobart's land base. Hobart has an urgent need to increase their density and must find economic sustainability for the local government. Currently there are three people per acre in Hobart and this density level does not attract businesses. There are also several citizens that work in, near, or for Hobart who cannot currently afford to live in Hobart. This development, with the intentionally smaller lots, will accommodate smaller homes rather than the larger homes that Hobart is known for. There are many biking and walking trails throughout the whole Centennial Centre. The grid system was deliberately not used in this Cobblestone development because most of the roads are intentionally curvilinear in order to slow the traffic. There is only one access point into this plat in order to create a small cohesive neighborhood. Hobart must generate and develop commercial business to find an alternative revenue source as Hobart has lost a great deal of property tax to recent tribal acquisitions.

B. Erickson asked who the developer was.

E. Willman replied Jeff Marlow from Lexington Homes and this project is owned by Centennial Centre, LLC.

J. Botz asked what the residence size restrictions are on the 65 foot lots.

Dennis Reim, Robert E. Lee & Associates, replied that all the lots meet the 50 foot requirement of frontage on a public road. The minimum lot width at the building setback line is 65 feet.

Rob Ernest, Lexington Homes, said the restrictive covenants have not been written yet to address the minimum residence size but it will be approximately 1,300 square feet.

B. McIntyre asked if the stormwater management system is located outside of this plat.

D. Reim replied the stormwater management for this subdivision is outside the boundaries of this subdivision. It is on lands that is owned and will be retained by Hobart. There are outlots in the southeast and southwest corners and also on land on the north side of the plat of Centennial Centre at Hobart that will be used for stormwater management. There will be a series of ponds that will be connected together and the general drainage of this development goes from north to south. All the stormwater management from this subdivision will drain to the perimeter of it.

N. Dantine stated that in the future it would be beneficial to see the whole development rather than just the individual planned unit development.

D. Reim displayed a map of the area and explained there will be mixed use residential, single-family residential, light commercial, and lands that will be reserved for parkway in the whole development.

M. Soletski stated that Brown County staff does review the stormwater management.

C. Lamine said that the village has its own stormwater management ordinance and Brown County staff relies on the local ordinance to address this. Brown County staff is supportive

of the development's concept and the only concern is the connectivity issue, which Brown County has no authority over.

J. Klasen asked if only one access point to this subdivision was acceptable to the police and fire departments.

E. Willman answered yes.

A motion was made by P. Moynihan, seconded by P. Blindauer, to return to regular order of business. Motion carried unanimously.

A motion was made by M. Soletski, seconded by J. Vandersteen, to approve the preliminary plat of Cobblestone at Centennial Centre, a Planned Unit Development under Section 21.70 of the Brown County Subdivision Ordinance, located in the Village of Hobart with the staff recommendations as shown in the staff report. Motion carried unanimously.

3. Wisconsin Working Lands Initiative update.

A. Schuette said the Wisconsin Working Lands Initiative is the next generation of the State's Farmland Preservation Program. This was signed into law through the 2010-2011 State budget. Farmers can receive tax credits for keeping lands that are zoned agricultural in a certified exclusive agriculture district and keeping the land in agricultural production. The person collecting the tax credit must earn at least \$6,000 in gross farm revenue in the past year or \$18,000 in the past three years.

N. Dantine asked if farmers that rent out their land would be eligible.

A. Schuette replied that he is trying to get an answer to this question from the Department of Agriculture, Trade and Consumer Protection (DATCP).

A. Schuette said there will be conversion fees for taking land out farmland preservation. The formula the State is using is three times the Department of Revenue Grade 1 cropland value. These conversion fees will be put into a State pot of money for the purchase of agricultural conservation easements. The local unit of government may add an additional charge onto this fee to recover the cost of administration of this program.

A. Schuette stated that in Brown County, the local unit of government will be responsible for administering this program because the zoning and building permit issuance is done at the local level. The current Brown County Farmland Preservation Plan, which was adopted in 1985, will expire on December 31, 2011. A new plan must be adopted prior to this date to continue availability of tax credits. The local exclusive agriculture zoning districts and maps will expire on December 31, 2012, and the local zoning ordinances and maps will need to be updated to be consistent with the County's Farmland Preservation Plan. Brown County will work with DATCP to develop a model exclusive agriculture zoning district for the local communities.

A. Schuette said Brown County and the local communities will have to work together to meet the timelines. Brown County intends to print out display parcel maps of each local municipality that wants to participate in this program and provide them to the municipality by December 1, 2009. Each municipality will have to indicate on the maps where their agricultural preservation areas are expected to be over the next 15 years and provide these maps to Brown County by July 1, 2010. Brown County will then identify any potential conflicts on local boundaries and will work with the communities to resolve any potential farmland preservation conflict areas. The new plan must then go through the County's adoption process and will include a public hearing and County Board approval.

The Brown County Comprehensive Plan's Future Land Use Map will also need to be amended to include the farmland preservation plan map.

A. Schuette informed the members that DATCP is sponsoring a workshop for townships on Wednesday, November 4 from 8:30-3:00 at the Apple Creek Inn.

C. Lamine stated that Brown County looks forward to working with the municipalities to get this update completed. He said this presentation will also be given at the next Brown County Towns Association meeting on October 22 at the Redwood Inn II in the Town of Ledgeview.

A motion was made by B. Erickson, seconded by M. Fleck, to receive and place on file the Wisconsin Working Lands Initiative update. Motion carried unanimously.

4. Lower Fox River and Green Bay Shoreline Redevelopment Plan update.

A. Schuette said \$30,000 in grant funds were awarded by the Wisconsin Coastal Management Program to restart this planning process which was initially started in 2006. This effort is a coordinated waterfront redevelopment plan that promotes economic development, environmental sustainability, and cultural opportunities. The study area includes the general shoreline areas of the cities of Green Bay and De Pere and also the villages of Ashwaubenon and Allouez. A steering committee has been formed and will meet to provide insight into this process and to provide background information related to their specific areas. Stakeholder interviews will be conducted with the private sector to gain their insight and to incorporate their plans into the overall plan for this area. The scheduled completion date for this update is June 2010.

C. Lamine told the members to let him know if they had any suggestions of stakeholders that should be interviewed.

A motion was made by P. Moynihan, seconded by M. Soletski, to receive and place on file the Lower Fox River and Green Bay Shoreline Redevelopment Plan update. Motion carried unanimously.

5. Director's report.

None.

6. Brown County Planning Commission staff updates on work activities during the month of September 2009.

A motion was made by B. Erickson, seconded by M. Fleck, to receive and place on file the staff updates on work activities. Motion carried unanimously.

7. Other matters.

None.

8. Adjourn.

A motion was made by J. Vandersteen, seconded by R. DeGrand, to adjourn. Motion carried unanimously. The meeting adjourned at 7:40 p.m.

:lsw

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, November 4, 2009
Sophie Beaumont Building
111 North Jefferson Street, Board Rooms A and B
Green Bay, WI 54301
4:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	John Klasen	<u>Abs</u>
James Botz	<u>X</u>	Pat Kolarik	<u>X</u>
Keith Chambers	<u>X</u>	Andy Lundt	<u>Exc</u>
William Clancy	<u>X</u>	Patrick Moynihan, Jr.	<u>Exc</u>
Norbert Dantine, Jr.	<u>X</u>	Ken Pabich	<u>X</u>
Ron DeGrand	<u>X</u>	Mike Soletski	<u>Exc</u>
Bernie Erickson	<u>X</u>	Alan Swatloski	<u>Exc</u>
Mike Fleck	<u>X</u>	Mark Tumpach	<u>X</u>
Steve Grenier	<u>X</u>	Jerry Vandersteen	<u>X</u>
Mark Handeland	<u>X</u>	Tim VandeWettering	<u>X</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>X</u>
Dotty Juengst	<u>X</u>	Vacant (Scott & Bellevue)	<u></u>

OTHERS PRESENT: Chuck Lamine, Cole Runge, Aaron Schuette, Lori Williams, John Luetscher, Tom Hinz, Jayme Sellen, Carole Andrews, Dave Kaster, Sarah Burdette, Steve Dunks, Graham Callis, Tony Walter, and other interested parties.

1. Approval of the minutes of the October 7, 2009, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by K. Chambers, seconded by R. DeGrand, to approve the minutes as presented. Motion carried unanimously.

2. Receive and place on file the draft minutes from the September 30, 2009, meeting of the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Steering Committee.

A motion was made by D. Wiese, seconded by M. Fleck, to receive and place on file the draft minutes. Motion carried unanimously.

3. Discussion and action concerning the 2010 Transportation Planning Work Program.

C. Runge asked the members if they had any questions or comments regarding the 2010 Transportation Planning Work Program that was included in their packets.

D. Juengst asked for an explanation of the resolution needed to approve this.

C. Runge replied the Brown County Planning Commission serves as the Metropolitan Planning Organization (MPO) for the Green Bay Urbanized Area. As a part of the MPO program, we have to develop a work program to identify the projects we will be working on along with a budget for these projects for the next calendar year. The second paragraph is to assure the federal government that we will adhere to the nine elements listed on the

resolution. The third paragraph states that we must have our work program in place to be eligible for federal and state transportation planning funds. The next item states that the MPO policy committee, which is this board, must approve the work program before it is submitted to the state to receive the federal and state funding.

D. Juengst asked if this board acts as the sole authority to approve this work program.

C. Runge replied yes.

A motion was made by M. Fleck, seconded by P. Kolarik, to approve the 2010 Transportation Planning Work Program. Motion carried unanimously.

4. Discussion and action regarding EPA Brownfield Grant project application.

A. Schuette stated this is the fourth application to receive EPA Brownfield Grant funding. The village of Ashwaubenon's former EPA Brownfield assessment grant funded a portion of this project. This application would apply some of Brown County's funding to the project. The site is the former Plaza Cleaners located on the far west end of the Big Lots strip mall on Lombardi Avenue. The application does meet our criteria and staff's recommendation is to approve this application.

W. Clancy asked if this application would deplete the fund.

A. Schuette replied no. He stated this is an areawide grant, and therefore, applications are not limited to the Green Bay Metropolitan Area. He encouraged anyone with potential projects in their communities to contact him.

D. Juengst asked for staff's recommendation regarding the waiver being requested in the letter from 1177 Lombardi, LLC.

A. Schuette answered that this is a waiver from the Voluntary Party Liability Exemption program under the DNR. This is a risk management tool that the property owner can utilize to assure clean title to a property in the future. In this case, the development is ready to go and based upon appropriate engineering tools we can mitigate that risk. He stated from a policy standpoint, staff is comfortable with this waiver for the site.

A motion was made by B. Erickson, seconded by S. Grenier, to approve the EPA Brownfield Grant project application. Motion carried with P. Blindauer and J. Botz abstaining from the vote.

5. Per the request of Norbert Dantine, Jr., President of the Brown County Planning Commission Board of Directors, discussion and action regarding communication from Mary Scray, Brown County Supervisor District 23, requesting that the Planning Development and Transportation Committee consider privatization for planning services for Brown County.

N. Dantine apologized for the late notice regarding this item but he first became aware of this at the October 21, 2009, meeting of the County Board. He invited everyone to attend the Executive Committee meeting at 5:30 p.m. today in Room 200 of the Northern Building as this is on their agenda to be discussed.

P. Blindauer asked if the meeting will be open.

N. Dantinne said, according to the Green Bay Press-Gazette, it will be open. He stated that as president he would do what he could to keep the meeting open and not allow it to go into closed session.

B. Erickson said the meeting will be open according to the County Board attorney.

C. Lamine handed out the draft minutes from the October 26, 2009, meeting of the Planning, Development and Transportation Committee. He also distributed a memo from John Luetscher, Brown County Corporation Counsel, regarding his opinion on the legality of privatization of the Planning and Land Services Department.

J. Luetscher stated he could not find in the state statutes or administrative regulations authorization for the county to privatize this type of a regulatory agency. If the county is not granted the power or authority to do something, then the county does not have the authority. The county does not have home rule authority like the villages and towns have. He clarified that he does not know exactly what the proposal is from Patrick Engineering and he would have liked this detailed information prior to making an opinion.

N. Dantinne said that he could not find in the statutes where anyone but the Brown County Planning Commission Board of Directors can act as the MPO policy board. There are a lot of grant dollars that are received from the federal government for this work.

J. Luetscher replied that there is nothing in the Federal Highway Administration's law that would allow a private organization to be engaged in this type of activity. He believes they expect citizen involvement, through the MPO, and also that a governmental agency will be administering and disbursing those dollars.

C. Lamine distributed a seven page report summarizing the duties of the Planning and Land Services Department. He said that in 2002 the department had a levy impact of \$1,310,650 and in the proposed 2010 budget the levy is \$803,786, which is a 39 percent reduction over the eight year period. In 2002 the department had a total of 28 full-time employees and in the proposed 2010 budget there is a one-third reduction to 18 full-time employees and two summer intern positions. These significant reductions have been accomplished by innovation, hard work, good management, and with the use of new technologies such as the GIS mapping and GPS surveying equipment.

C. Lamine stated the perception of "dead time" in the department, as noted in some of the newspaper articles, may be derived from the graphs shown in the budget books. These graphs measure the number of subdivision and certified survey maps reviewed as well as the number of sanitary permits that are issued. These graphs only measure a small amount of the work the department does and are measures that are all impacted by the economy. Some examples of projects that have filled any available time in the department include updating the subdivision ordinance, updating the floodplain maps, revisions to the Property Listing mapping function that allows for an up-to-date parcel map through the GIS mapping, new state and federal stormwater management rules, three year maintenance program for all private onsite wastewater treatments systems as mandated by the state, and the Environmental Impact Statement for the southern bridge corridor.

C. Lamine said his major concern regarding privatization of the department can be summarized in the following three categories: (1) public accountability, (2) the potential loss of institutional knowledge, and (3) possible conflicts of interest.

- (1) C. Lamine stated that the Brown County Planning Commission Board of Directors as well as local municipal, state, and federal agencies have

not been included in discussions regarding privatization of the department. Another concern he has is how a private consultant will address unanticipated projects that come up mid-year. Will the county have to change the contract and pay additional for such projects? Also, the planning process requires an open and transparent process. Will a private consultant divulge their processes or will they be inclined to hide behind the protection of proprietary information? He stated this may be a short-term commitment by a private for profit consulting firm during this slow economic time. But as more lucrative opportunities arise for the consultant, Brown County may suffer the consequences if the consultant leaves them.

- (2) C. Lamine said privatization could result in a loss of significant in-house experience. Also, current staff has valuable working relationships with federal, state, and municipal agencies as well as the development professionals within the community. These positive relationships are beneficial when applying for grants because these agencies are aware of how the Brown County Planning Commission performs both for the county and the agency. What proof do we have that a private firm will be as successful in obtaining grants?
- (3) C. Lamine noted that private consultants have contracts with agencies such as the Department of Transportation (DOT). He said there are many times that Brown County staff does not agree with the DOT on issues and those issues are then worked through. C. Lamine stated he is concerned that a private consultant may struggle to protect the larger contract with the DOT rather than to reflect the best interests of Brown County. Another example of a possible conflict of interest is will the consultant be able to take a non-biased look at their competitors' applications?

C. Lamine credited Tom Hinz, Brown County Executive, with creating a LEAN Steering Committee. He stated he serves on this committee along with Tom Hinz, Supervisor Mary Scray, and several other department heads. He stated he believes in LEAN management and feels that the LEAN Steering Committee would be an appropriate venue if there are concerns about the efficiencies in the Planning and Land Services Department. He said the department would be open to reviewing our procedures and how we do business.

P. Kolarik, speaking for the townships of Rockland and Glenmore, stated that when dealing with the BCPC staff, you know you are in good hands and being taken care of rather than working with a stranger.

W. Clancy, speaking for the town of Holland, said that whenever the town needs advice, it is only a phone call away.

N. Dantine said that Humboldt has used the BCPC for its smart growth comprehensive plan in the past. The townships will be working with the BCPC on the new Working Lands Initiative which has a lot of rules and regulations that must be followed.

R. DeGrand stated the town of Eaton used the BCPC for smart growth also and they were very helpful.

Tom Hinz, Brown County Executive, stated that the Planning and Land Services Department is a role model for other departments. He said they are one of the least

understood departments due to the variety of work they do. He feels the staff does a great job and the department has his support.

A motion was made by K. Chambers, seconded by J. Vandersteen, for the Brown County Planning Commission Board of Directors to show their support to the Executive Committee in favor of retaining the Planning and Land Services Department and to keep it as a governmental function. Motion carried with B. Erickson abstaining from the vote.

P. Blindauer stated he has worked in the engineering/consulting industry for 26 years and it is a for profit operation. He said there is no way a private consultant will continue to provide daily support to the local communities without expecting a return on that time and investment. He does not know how the true cost of privatization will be identified but he is convinced that it will not be less than what the BCPC can provide it for.

6. Director's report.

C. Lamine informed the members that last week the Planning, Development and Transportation Committee approved the proposed 2010 budget as submitted.

C. Lamine circulated the 2009 Wisconsin Great Lakes Chronicle, an annual publication published by the Wisconsin Coastal Management Program. Included in the publication is an article written by A. Schuette highlighting the update to the Brown County Open Space and Recreation Plan that was completed by P. Schleinz and partly funded through this program.

7. Brown County Planning Commission staff updates on work activities during the month of October 2009.

A motion was made by B. Erickson, seconded by J. Vandersteen, to receive and place on file the staff updates on work activities. Motion carried unanimously.

(A copy of the staff updates on work activities will be attached only to the minutes provided to the County Board office.)

8. Other matters.

None.

9. Adjourn.

A motion was made by M. Fleck, seconded by B. Erickson, to adjourn. Motion carried unanimously. The meeting adjourned at 5:20 p.m.

:lsw

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
November 4, 2009**

October 2009 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the October meeting of the Brown County Planning Commission Board of Directors.
- Completed a review of the submitted 2010 Planning and Land Services Department budget.
- Attended the October Lean Steering Committee meeting.
- Developed forms and a process for facilitating a discussion regarding the auto attendant phone system for the Lean Steering Committee.
- Drafted language for county employees to submit ideas on the Lean Steering Committee web page for saving money and improving efficiencies.
- Assisted in developing the Education and Community Development Chapter of the Brown County Sustainability Plan.
- Drafted the Renewable Energy Chapter of the Brown County Sustainability Plan.
- Completed the preliminary review of a loan application to the Brown County Economic Development Revolving Loan program.
- Met with representatives of the Village of Hobart and a developer regarding a proposed subdivision.
- Attended the October 26 meeting of the Planning, Development and Transportation Committee to present the 2010 Planning and Land Services Department budget.
- Prepared comments regarding a proposal by Supervisor Scray to privatize the Planning and Land Services Department and presented at the October 26 meeting of the Planning, Development and Transportation Committee.
- Met with and communicated with several concerned citizens and government officials regarding radio news broadcasts associated with the proposal to privatize planning services for Brown County.
- Met with the County Executive regarding future development issues.
- Reviewed the draft EIS Alternatives Identification and Analysis document for the Southern Brown County Environmental Impact Statement (EIS) and met to discuss with representatives of WisDOT.
- Prepared a spreadsheet to estimate and record actual staff hours for completion of the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan, the Lily Lake Land Use and Water Quality Study Phase III, and the Bicycle and Pedestrian Study and Model Ordinance Development for the STP-Urban grant.
- Reviewed multiple existing documents regarding waterfront plans and redevelopment activities.
- Began reviewing draft sections of the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Presented background material on various planning issues to the Brown County Towns Association on the evening of October 22.
- Prepared for and provided a presentation regarding Brown County transportation planning issues to students at the Green Bay Montessori School in De Pere.
- Chaired the LIO Committee meeting on October 14.

- Met with the GIS/Land Records Coordinator and the Information Services Director to gain approval of a new web mapping system and to coordinate project roles.
- Met with Human Resources and Payroll staff to coordinate a Family Medical Leave request.
- Met with the GIS/Land Records Coordinator, Zoning Administrator, and a member of the Brown County Planning Commission Board of Directors to discuss alternatives for funding of a LIDAR land contour mapping project.
- Completed a status review of the 2009 Planning and Land Services Department budget.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Completed the draft EIS Alternatives Identification and Analysis document for the Southern Brown County Environmental Impact Statement (EIS). Also presented the draft to representatives of WisDOT and prepared to schedule meetings with the EIS Steering Committee, federal and state participating agencies, and the public. Also continued to prepare for the archaeological element of the EIS.
- Completed the draft De Pere Bicycle and Pedestrian Safety Plan and sent it to the plan's advisory committee and others for review and comment. Also prepared the agenda and other information for the fourth advisory committee meeting. The plan will be incorporated into the updated De Pere Comprehensive Plan as a new chapter.
- Prepared a letter to WisDOT concerning possible locations and reasons for non-motorized transportation crossings of US 41 and STH 172. These crossings would be designed to complement the bicycle and pedestrian facilities that WisDOT intends to build at the US 41 corridor's interchanges, overpasses, and underpasses.
- Participated in a Task Oversight Working Group (TOWG) meeting as the group's MPO representative. The TOWG was formed by the Federal Highway Administration (FHWA) to guide the development of workshops that teach people at the local level how to mainstream safety into all aspects of local and rural road projects. Once this process is finished, the workshops will be held throughout the country.
- Presented information about South Huron Road to the Village of Bellevue Board. Also answered questions from the Board about possible design options for the street.
- Developed a CTH GV Study progress report for the October meeting of the Brown County Board's Planning, Development, and Transportation Committee.
- Prepared information about the Safe Routes to School (SRTS) program and sent it to representatives of the public and private elementary schools in Allouez. Also began collecting information for a SRTS planning grant application that will be prepared at the beginning of 2010.
- Prepared the MPO's report and reimbursement request to WisDOT for the third quarter of 2009.
- Participated in the MPO/WisDOT/RPC state conference in Spring Green.

The recent major planning activities of Aaron Schuette, Senior Local Assistance Planner:

- Received official notification that the Brown County Energy Efficiency and Conservation Block Grant (EECBG) was awarded in the amount of \$612,000.
- Participated in an EECBG reporting webinar on October 1.
- Participated in a National Association of Counties (NACO) webinar on EECBG administration and financial enrollment on October 8.
- Prepared and submitted an annual financial status report for the EPA Brownfield Grant.
- Prepared and submitted a quarterly report and DBE report for the EPA Brownfield Grant.

- Coordinated facilities for the National Association of Local Government Environmental Professionals (NALGEP) workshop held on October 29 at the Brown County Library.
- Attended and helped coordinate the NALGEP workshop at the Brown County Library on October 29.
- Prepared and submitted a quarterly report and reimbursement request to the Wisconsin Coastal Management Program (WCMP) for the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Reviewed multiple existing documents regarding waterfront plans and redevelopment activities.
- Began writing the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Began updating the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan study area land use.
- Identified all public lands within the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan study area.
- Participated in a conference call regarding the Fox-Wisconsin Heritage Parkway presentations on October 7.
- Met with Village of Suamico staff on October 5 to discuss the Wisconsin Working Lands Initiative.
- Presented background information on the Wisconsin Working Lands Initiative and Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan to the BCPC Board of Directors on the evening of October 7.
- Presented background material on the Wisconsin Working Lands Initiative to the Brown County Towns Association on the evening of October 22.
- Prepared a newsletter article regarding the Howard-Suamico Safe Routes to School Plan for Meadowbrook Elementary School.
- Presented the draft Howard-Suamico Safe Routes to School Plan to the Meadowbrook Elementary Parent-Teacher Organization on the evening of October 6.
- Completed updated chapters of the Agricultural, Natural, and Cultural Resources Chapter; Intergovernmental Cooperation Chapter; and background data for the Land Use Chapter of the City of De Pere Comprehensive Plan Update.
- Presented the draft Agricultural, Natural, and Cultural Resources Chapter; Intergovernmental Cooperation Chapter; and background land use information to the De Pere Planning Commission on the evening of October 26.
- Updated the City of De Pere land use GIS file.
- Prepared multiple staff reports for the Pulaski Planning and Zoning Commission meeting.
- Presented at the Pulaski Planning and Zoning Commission meeting on the evening of October 20.
- Prepared and printed five parcel maps of the Village of Pulaski.
- Met with the Wrightstown Village Administrator and a developer regarding a subdivision plat presubmittal.
- Prepared three area maps for a Village of Wrightstown presentation.
- Met with Town of Eaton officials regarding updates to their zoning map.
- Using the software ArcMap, added and edited sidewalk, crosswalk, and trail information in the Brown County geodatabase.

The recent major planning activities of Peter Schlein, Senior Natural Resource Planner:

- Reviewed potential environmentally sensitive area violations and identified methods for correction by property owners in the villages of Bellevue and Suamico, among various phone inquiries. Solutions for other potential violations are in progress.
- A Village of Bellevue review of an ESA amendment. Recent changes to a floodway line on the Flood Insurance Rate Maps improved the ability to develop a parcel in a residential subdivision. The petitioner proposed a minor map correction after verifying that there is sufficient buildable space. The change allows for one buildable lot valued at approximately \$322,000 after residential development occurs.
- A Village of Suamico review of several residential properties with ESAs. Several property owners inquired about buildable spaces on lots north from Bay Port High School in order to properly protect environmentally sensitive areas. Discussions also related to rain garden requirements that address storm water management in Bay Port Heights subdivision.
- Performed preliminary review of Majestic Meadows subdivision plat.
- Revised and prepared certain documents related to the Brown County MS4 Permit. Documents included:
 - Held a meeting with WDNR to discuss Brown County MS4 On-going Field Screen Report. Also discussed situations that Highway Department staff came across during the data collection process in order to help other municipalities in the county that may not have begun their screening yet. Number one concern: poison ivy.
 - Brown County staff inquired with local branch and Madison branch of WDNR to clarify requirements to perform on-going field screening at municipal lines. The requirement appears beneficial for towns, villages, and cities but is an arbitrary testing location in many situations for counties. If the WDNR agrees, this would reduce annual testing needs for the Brown County by two to three days, saving \$1,500 in County Highway and Planning staff hours over each permit cycle.
 - Designed an easy-to-read map of all outfalls that were screened in 2009 with GIS staff. The map helps WDNR and Highway Department staff to quickly identify outfall locations in case of an illicit discharge emergency when GIS is unavailable.
- Performed duties of chair of NEWSC. Oversaw the following:
 - Continued implementation of fall portion of year-long anti-phosphorous campaign.
 - Facilitated quarterly Council meeting and attended monthly Illicit Discharge Detection and Elimination (IDDE) meetings.
 - Utilized information gathered from IDDE meetings when efficiently designing On-going Dry Weather Field Screening of Outfalls Program in September and October.
- Performed duties as local planning assistant for the Town of Ledgeview. Completed the following tasks:
 - Prepared reports for one site plan and one comprehensive plan project.
 - Finalized comprehensive plan updates and continued formal plan changes.
 - Finalized edits to zoning map which included over 650 edits and revisions.
 - Attended Planning & Zoning Committee meeting and staff meetings.
 - Provided miscellaneous planning services.
- Performed duties as local planning assistant for the Village of Suamico. Provided miscellaneous planning services.
- Provided planning services and environmentally sensitive area related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.

- Attended a presentation regarding the economic impact of residential development sponsored by the Brown County Homebuilders Association.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.
- Using the software ArcMap, added and edited sidewalk, crosswalk, and trail information in the Brown County geodatabase.

The recent major planning activities of Jon Motquin, Senior Land Use Planner:

- Completed review letters for six certified survey maps (CSMs).
- Completed review letters for two final county plats and one preliminary state plat.
- Distributed new CSMs and plats for review.
- Distributed and filed recorded CSMs and plats.
- Conducted fieldwork for plats and CSMs undergoing review. Visited several sites to observe and verify wetlands, environmentally sensitive areas (ESAs), and non-buildable areas.
- Reviewed all street names for new plats and CSMs in Brown County. This function verifies the spelling and location of existing streets and extensions of streets, as well as verifying non-duplication and appropriateness of proposed new street names.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.
- Prepared and presented staff reports for development proposals in the Village of Denmark as a staff planner:
 - Attended one monthly evening planning commission meeting to continue to create an updated zoning ordinance.
 - Completed a final draft zoning ordinance for the village.
 - Began assessing engineering documents for a site design plan review for a manufactured homes, recreational vehicle, and utility trailers dealer.
 - Review one extraterritorial CSM.
 - Reviewed Sewer Service Area (SSA) allocations in the village and surrounding areas of New Denmark to assess the need for a SSA amendment.
 - Assisted village staff with background research to assess best available options for public improvements within village TIF.
- Attended monthly staff meetings.
- Continued background research and work on Lily Lake Land Use and Water Quality Study Phase III:
 - Completed two final draft chapters regarding invasive species management and aquatic vegetation.
 - Continued preparing chapters regarding water chemistry, implementation, park facilities, and others.
- Served as the addressing agent for the towns of Eaton, Green Bay, Holland, New Denmark, and Pittsfield.
- Completed one water quality management letter for a sewer service extension in the Brown County Sewer Service Area.
- Completed CSM reviews for the Zoning Department.

- Attended a presentation regarding the economic impact of residential development sponsored by the Brown County Homebuilders Association.
- Completed administrative review for a minor Sewer Service Area Amendment #SSA 2009-2 HOB Minor. This amendment added 4.92 acres to the Hobart Sewer Service Area.
- Collaborated with local municipal staff, local engineers, and Brown County staff to begin preliminary background data collection for two potential Sewer Service Area amendments.
- Collaborated with Village of Hobart staff, a local surveyor, and a local developer to establish review deadlines for the Centennial Centre at Hobart development.
- Using the software ArcMap, added and edited sidewalk, crosswalk, and trail information in the Brown County geodatabase.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Using the software ArcMap, added and edited sidewalk, crosswalk, and trail information in the Brown County geodatabase. The Planning Department will receive a grant for \$67,109 to complete the *Bicycle and Pedestrian Study and Model Ordinance Development* project. Creating a sidewalk inventory is the first step in the process. Devoted the majority of October staff time on this task.
- Submitted the *2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* report to FHWA, FTA, and WisDOT. Provided WisDOT additional supporting materials.
- Completed the *3rd Quarter Green Bay Metro Route Review* report and scheduled the 4th quarter route review.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in a meeting of the Northeast WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low-income populations, the elderly, and persons with disabilities. Emphasis is placed on coordination and funding. Coordinated data collection for Information and Technology work group.
- Attended a Brown County Home Builder's Association sponsored seminar regarding economic impact of housing in Brown County.
- Attended the Green Bay Transit Commission meeting on October 21.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Edited Ashwaubenon Police dispatch unit boundaries for use in E-911 Computer Aided Dispatch.
- Provided monthly refresh of GIS data to E-911 to be used for the Computer Aided Dispatch system on October 21.
- Produced new map book PDFs showing fire and police boundaries in relation to streets and addresses to allow all agencies in the County to review their boundaries prior to Brown County's transition away from FoxComm.
- Met with Green Bay Metro Transit, City of Green Bay, City of De Pere, and the Principal Planner to work out an agreement to cooperatively purchase new web mapping software.
- Coordinated and held a LIO Committee meeting on October 14.
- Met with the Information Services Director to gain approval of a new web mapping system and to coordinate project roles.
- Coordinated and met with GIS staff from the City of Green Bay and De Pere as well as the County Purchasing Manager to review options for upgrading our Internet map server.

- Coordinated with Information Services to obtain more server space on which to enable downloads of data such as zoning permits, survey records, and GIS data layers.
- Assisted the Land Conservation Department with GIS data and analysis of several watersheds (acreage calculations and stream mileage) for a potential new priority watershed area.
- Worked on the 2010 Plat Book.
- Continued to coordinate the 2010 aerial flight project.
- Provided checks on various location attributes of cell phone tower locations for Public Safety and Communications.
- Assisted the Planner I with transit routes mapping and GIS applications.
- Provided GIS data to the Wisconsin Department of Revenue.
- Provided address analysis and information to the YMCA to help analyze membership locations.
- Worked with Property Listing to ensure that all private streets were included in the GIS database so that they can be located for E-911 response.
- Performed GIS query to provide a list of mailing addresses of all property owners adjacent to the Fox River Trail for the Parks Department.
- Provided aerial photos and other GIS data to Robert E. Lee & Associates for use on a Green Bay Metro Sewerage District project.
- Provided Bellevue with a replica of the County's GIS database.
- Provided aerial photos and elevation contours to Mau & Associates on at least two occasions.
- Provided GIS information to Emerging Energies for a wind turbine location.
- Provided GIS data to the Wisconsin DNR (watershed boundaries within urbanized areas).
- Provided Sanitary District maps and other GIS data to Mead & Hunt.
- Provided GIS data to American Transmission Company.
- Provided GIS data to Foth.
- Provided GIS data to Valley Appraisal.
- Provided historical aerials of the Fox River cleanup area to an engineering firm.
- Provided GIS data to Natural Resources Consulting.
- Provided elevation contour data of Lawrence to Foth.
- Provided GIS data for Omnni Associates and the Corps of Engineers.
- Provided land records to the Village of Hobart and other municipalities.
- Printed a shoreland zoning map for the Zoning Department.
- Updated voting wards in response to a municipal annexation; provided that information to the US Census Bureau.
- Provided land records to WireData.
- Provided land records to First American Real Estate Tax Service.
- Provided data to Spatial Graphics Inc.
- Assisted Planning staff with sidewalk edits.
- Printed 1,000 plat books.
- Assisted the Senior Planner with a wetland delineation.
- Assisted Planner I with GPS data collection and data processing for the Green Bay Metro bus stop changes.
- Performed numerous GIS database edits in order to keep all programs running with current information.
- Attended staff meetings and ad hoc meetings as needed.
- Continued to keep the County Land Records Mapping web site running and troubleshoot as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Assisted staff with a mass update to the Town of Ledgeview zoning map. More than 650 parcels changed zoning categories. Worked with the Senior Natural Resource Planner and the Town of Ledgeview in review of the map which resulted in additional changes/corrections. The final copy will be printed at the end of the month.
- Made corrections to sidewalks, added crosswalks, and categorized all lines appropriately in the Brown County geodatabase on the east side of Green Bay for the STP Urban grant.
- Assisted the Principal Transportation Planner with updating and producing new maps for the EIS project.
- Produced a map for the Planning Director a map that was used at a school presentation.
- Began working on a massive update of the bus stops in Brown County. Participated in several meetings to layout the process of collecting the new bus stops. Green Bay Metro staff collected the data and returned the GPS back to Brown County for the "data dump." Once the data was unloaded from the GPS and converted into the proper format, began checking the points for accuracy as well as including the data for each point. The data describes each bus stop and links a photo for easy recognition for Google Transit users. There are roughly 250 new bus stops that were implemented with the new route changes.
- Participated in the LIO meeting.
- Met with the GIS/Land Records Coordinator to further discuss alternatives for the funding of the 2010 aerial photo project.
- Attended a presentation regarding the economic impact of residential development sponsored by the Brown County Home Builders Association.